

ALDOT State-Wide Plumbing Service Contract
Divisions / Districts / Welcome Centers / Rest Areas / Miscellaneous

CONTRACT #: TA - 654

ITB #: 10-X- 2206808

SCHEDULE OF MANDATORY BID SUBMITTALS

NOTICE: ONLY THOSE BIDS WHICH INCLUDE ALL MANDATORY SUBMITTALS WILL BE ACCEPTED.

1. BID FORM, CORRECT & COMPLETE, SIGNED, DATED AND NOTARIZED
2. COMPARABLE COMMERCIAL REFERENCES (2)

SCHEDULE OF MANDATORY AWARD SUBMITTALS

NOTICE: NO AWARDS WILL BE MADE UNTIL ALL MANDATORY SUBMITTALS HAVE BEEN RECEIVED AND VERIFIED BY DIVISION OF PURCHASING.

1. LIABILITY INSURANCE
2. WORKER'S COMPENSATION INSURANCE
3. PROOF OF LOCAL BUSINESS LICENSE IN SERVICE LOCALITY
4. COPIES OF INDIVIDUAL EMPLOYEES' CERTIFICATIONS

SPECIFICATIONS
ALDOT Plumbing Service Contract
Divisions / Districts / Welcome Centers / Rest Areas / Miscellaneous

CONTRACT #: TA - 654

ITB #: 10-X-2206808

1.0 CONTRACT DESIGN

- 1.1 STATE-WIDE AGENCY CONTRACT FOR PLUMBING SERVICE AND EMERGENCY REPAIRS AT ALDOT FACILITIES AS SPECIFIED WITHIN THE BID DOCUMENTS. CONTRACT TO INCLUDE THE FOLLOWING PAY ITEMS:

- 1.1.A. SERVICE CALLS
- 1.1.B. LABOR RATES FOR SERVICE AND REPAIRS NOT INCLUDED IN THE ROUTINE PREVENTIVE MAINTENANCE SERVICE CALLS
- 1.1.C. SERVICE AND REPAIR PARTS AND COMPONENTS

NOTE:

PLUMBING SERVICES FOR SATELLITE OFFICES, SUCH AS PROJECT OFFICES, BRIDGE OPERATION OFFICES, PERMANENT WEIGH STATIONS, ETC., SHALL BE INCLUDED IN THE CONTRACT FOR THE DIVISION OR DISTRICT OFFICE WITH THE MOST IMMEDIATE GEOGRAPHICAL PROXIMITY OR MANAGEMENT RESPONSIBILITY TO THE SATELLITE OFFICE.

- 1.2 THIS CONTRACT IS NOT TO BE USED FOR NEW CONSTRUCTION OR MAJOR RENOVATION WITH A SYSTEM COST OF \$7,500.00 OR MORE. THESE ITEMS SHALL BE PROCURED THROUGH AN INDIVIDUAL BID PROCESS, OR IN ACCORDANCE WITH DECLARED EMERGENCY BID EXEMPTION PROCESSES. THE CONTRACT SERVICE PROVIDER WILL BE RESPONSIBLE FOR ASSISTING IN THE DEVELOPMENT OF COMPETITIVE BIDDABLE SPECIFICATIONS FOR SAID BID PROCESS.

2.0 ROUTINE SERVICE CALLS

- 2.1 CONTRACT SHALL PROVIDE FOR ROUTINE OR EMERGENCY SERVICE CALLS TO EACH LOCATION AS INDICATED IN THE BID DOCUMENTS. AT A MINIMUM, EACH SERVICE CALL SHALL INCLUDE THE FOLLOWING SERVICES IN THE PERIODIC BILLING RATE AT NO ADDITIONAL CHARGE TO ALDOT:

- 2.1.A. TRAVEL TO AND FROM THE SERVICE LOCATION
- 2.1.B. ONE HOUR LABOR FOR PLUMBER AND PLUMBER'S HELPER

- 2.2 CONTRACTOR SHALL RESPOND TO ROUTINE SERVICE CALLS WITHIN 24 HOURS. CONTRACTOR SHALL RESPOND TO EMERGENCY CALLS WITHIN TWO (2) HOURS.

- 2.3 **NON – ROUTINE SERVICE AND REPAIRS:**

ALL SERVICE AND / OR REPAIR NEEDS DISCOVERED DURING SERVICE CALLS MUST BE BROUGHT TO THE ATTENTION OF THE FACILITY ADMINISTRATOR IMMEDIATELY.

CONTRACTOR WILL PROVIDE THE FACILITY ADMINISTRATOR A DETAILED REPAIR PROPOSAL INCLUDING COMPREHENSIVE ESTIMATE FOR PARTS AND LABOR BASED ON CONTRACT PRICING. **NO ADDITIONAL WORK WILL BE PERFORMED WITHOUT PRIOR AUTHORIZATION BY THE FACILITY ADMINISTRATOR.**

- 3.1 CONTRACT SHALL BE VALID FOR A PERIOD OF TWELVE MONTHS FROM DATE OF AWARD, WITH AN OPTION TO RENEW FOR FOUR ADDITIONAL 12-MONTH PERIODS UPON THE MUTUAL CONSENT OF THE STATE AND THE CONTRACTOR.
- 3.2 ANY AND ALL RENEWALS SHALL BE IN ACCORDANCE WITH THE ORIGINAL BID TERMS AND CONDITIONS AND AT THE ORIGINAL BID PRICING STRATEGY.
- 3.3 EACH ALDOT LOCATION WILL PREPARE A REQUISITION FROM THE CONTRACT DOCUMENT IN ORDER TO GENERATE A PURCHASE ORDER TO THE CONTRACTOR. THE PURCHASE ORDER SHALL INCLUDE ENCUMBRANCE FOR AN ESTIMATED NUMBER OF SERVICE CALLS WHICH FALL WITHIN THE SCOPE OF THE CURRENT FISCAL YEAR (OCTOBER 1 THROUGH SEPTEMBER 30). EACH PURCHASE ORDER WILL ALSO INCLUDE ENCUMBRANCES FOR ADDITIONAL LABOR AND PARTS IN ANTICIPATION OF MINOR NON-ROUTINE SERVICES AND EMERGENCY REPAIRS DURING THE FISCAL YEAR.
- 3.4 NEITHER THE CONTRACT NOR A PURCHASE ORDER OBLIGATES THE DEPARTMENT OF TRANSPORTATION OR THE STATE OF ALABAMA TO ANY EXPENDITURES. ANY AND ALL ENCUMBRANCES EVIDENCED BY A PURCHASE ORDER ARE SOLELY FOR THE CONVENIENCE OF THE DEPARTMENT IN PROVIDING FOR THE EXPEDIENT PROCUREMENT OF SERVICES IF AND WHEN NECESSARY, AND FOR THE TIMELY PAYMENT THEREOF.
- 3.5 IN THE EVENT THAT AUTHORIZED SERVICE OR REPAIRS REQUIRE PARTS OR COMPONENTS NOT CUSTOMARILY WAREHOUSED BY THE CONTRACTOR, NOR AVAILABLE FROM LOCAL SUPPLIERS, SPECIAL ORDER FREIGHT CHARGES MAY BE INCLUDED IN THE PARTS INVOICE AT NET CONTRACTOR COST.
- 3.6 CONTRACTOR WILL INVOICE IN ARREARS FOR EACH SERVICE CALL, TO INCLUDE ALL PARTS, FREIGHT AND LABOR FOR ANY REPAIRS OR SERVICE.
- 3.7 BID PRICES SHALL INCLUDE THE FOLLOWING PAY ITEMS:
- SERVICE CALL CHARGE, TO INCLUDE TRAVEL BOTH WAYS AND ONE (1) HOUR LABOR BY LEAD PLUMBER AND PLUMBER'S HELPER.
 - HOURLY LABOR RATE FOR A LEAD PLUMBER, REGULAR HOURS (MONDAY - FRIDAY, 7:30AM - 4:30PM)
 - HOURLY LABOR RATE FOR A LEAD PLUMBER, OVERTIME HOURS (ALL OTHER DAYS AND HOURS, STATE & FEDERAL HOLIDAYS)
 - HOURLY LABOR RATE FOR A PLUMBER'S APPRENTICE, REGULAR HOURS (MONDAY - FRIDAY, 7:30AM - 4:30PM)
 - HOURLY LABOR RATE FOR A PLUMBER'S APRENTICE, OVERTIME HOURS (ALL OTHER DAYS AND HOURS, STATE & FEDERAL HOLIDAYS)
 - MARK-UP PERCENTAGE FOR REPLACEMENT PARTS AND COMPONENTS. CONTRACTOR MAY CHOOSE TO USE EITHER:
STRAIGHT-LINE MARK-UP (ALL PARTS MARKED UP THE INDICATED PERCENTAGE REGARDLESS OF THE DOLLAR AMOUNT OF COST)
- 3.8 THE DEPARTMENT RESERVES THE RIGHT TO DISCONTINUE SERVICES AT ANY FACILITY WITH A THIRTY (30) DAY WRITTEN NOTICE. GROUNDS FOR DISCONTINUATION OF SERVICE WOULD INCLUDE, BUT NOT BE LIMITED TO, A CONTRACTOR'S FAILURE TO SATISFACTORILY DISCHARGE HIS RESPONSIBILITIES UNDER THESE SPECIFICATIONS, MISREPRESENTATION OR FRAUDULENT ACTS BY OR ON BEHALF OF THE CONTRACTOR, UNFORESEEN BUDGETARY CONSTRAINTS OR IN THE EVENT THAT THE DEPARTMENT CLOSES, SELLS OR OTHERWISE DIVESTS ITSELF OF OWNERSHIP OR OPERATION OF A PARTICULAR FACILITY.

**** SPECIAL NOTE ****

IT IS ANTICIPATED THAT OWNERSHIP AND OPERATION OF THE LOWNDES COUNTY INTERPRETIVE CENTER WILL BE ASSUMED BY THE NATIONAL PARKS SERVICE AT SOME TIME DURING FISCAL YEAR 2008. IN THAT EVENT, CONTRACT SERVICE AT THIS FACILITY WILL TERMINATE ON THE LAST DAY OF THE MONTH DURING WHICH OWNERSHIP AND/OR OPERATION AND RESPONSIBILITY CHANGE.

4.0 EVALUATION AND AWARD

- 4.1 AWARD WILL BE **ALL OR NONE BY LOCATION** AS INDICATED IN THE BID DOCUMENTS AND THESE SPECIFICATIONS, TO THE BIDDER, WHO DURING THE EVALUATION PROCESS, IS DETERMINED TO BE THE LOWEST RESPONSIBLE BIDDER FOR THAT SPECIFIC LOCATION.
- 4.2 SUCCESSFUL BIDDER MUST BE LOCATED WITHIN A SIXTY (60) MILE DRIVING DISTANCE OF THE FACILITY FOR WHICH HE IS SUBMITTING A BID.
- 4.3 FOR PURPOSES OF AWARD EVALUATION, THE BUYER FOR DIVISION OF PURCHASING WILL BE GIVEN A CONFIDENTIAL, UNPUBLISHED EVALUATION FORM WHICH WILL PROVIDE A HYPOTHETICAL FORMULA TO SIMULATE AN ANNUAL USAGE RATE PER LOCATION. THE PROVIDED FORMULA WILL INCLUDE IN ITS CALCULATIONS:
- A HYPOTHETICAL NUMBER OF SERVICE CALLS
 - A HYPOTHETICAL NUMBER OF HOURS FOR LEAD PLUMBER, REGULAR TIME
 - A HYPOTHETICAL NUMBER OF HOURS FOR LEAD PLUMBER, OVERTIME
 - A HYPOTHETICAL NUMBER OF HOURS FOR PLUMBER'S APPRENTICE, REGULAR TIME
 - A HYPOTHETICAL NUMBER OF HOURS FOR PLUMBER'S APPRENTICE, OVERTIME
 - A LIST OF SIMULATED REPAIR PARTS REPRESENTING A RANGE OF CONTRACTOR COSTS
- 4.4 AWARD WILL BE BASED ON THE LOWEST CALCULATED TOTAL PRICE FOR THE COMPLETE LIST OF SERVICE AND PRODUCT COSTS FOR EACH LOCATION.

5.0 CONTRACTOR QUALIFICATIONS AND REQUIREMENTS:

- 5.1 EACH BIDDER MUST PROVIDE **WITH THEIR BID** PROOF OF LICENSING AS A GENERAL CONTRACTOR BY THE ALABAMA BOARD OF LICENSING FOR GENERAL CONTRACTORS, WITH A WORK CLASSIFICATION OF PLUMBING.
- 5.2 EACH BIDDER MUST PROVIDE **WITH THEIR BID** A MINIMUM OF TWO (2) COMMERCIAL REFERENCES TO DOCUMENT A MINIMUM OF THREE (3) YEARS TOTAL EXPERIENCE IN PLUMBING MAINTENANCE AND REPAIR FOR FACILITIES OF A SIMILAR SIZE, NATURE AND SCOPE TO THE FACILITY FOR WHICH HE IS SUBMITTING A BID. EACH REFERENCE MUST INCLUDE COMPLETE CONTACT INFORMATION.
- 5.3 EACH SUCCESSFUL BIDDER, PRIOR TO AWARD, MUST PROVIDE A PERFORMANCE BOND FOR EACH FACILITY FOR WHICH HE HAS SUBMITTED AN APPARENT LOW RESPONSIVE BID. PERFORMANCE BOND TO BE IN THE AMOUNT OF \$10,000.00.
- 5.4 ALL LEGAL AND REGULATORY PROVISIONS OF TITLE 34 SECTION 37, CODE OF ALABAMA, AND THE ADMINISTRATIVE RULES AND REGULATIONS OF THE STATE OF ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD ARE HEREBY INCORPORATED INTO THESE SPECIFICATIONS BY REFERENCE.
- 5.4.1 PRIOR TO AWARD, THE APPARENT LOW BIDDER WILL BE REQUIRED TO SUBMIT COPIES OF INDIVIDUAL EMPLOYEES' CERTIFICATION BY THE ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD.

5.7 IN THE EVENT THAT A BIDDER IS UNWILLING OR UNABLE TO ACCEPT ANY SPECIFIC CONDITION OR STIPULATION OF THIS SPECIFICATION, HE SHALL INCLUDE AS AN ATTACHMENT TO HIS BID A LIST OF SAID EXCEPTIONS. IN THE UNLIKELY EVENT THAT SUCH BID IS THE SOLE BID RECEIVED FOR A SPECIFIC LOCATION, THE DEPARTMENT OF TRANSPORTATION MAY, AT ITS SOLE DISCRETION, ELECT TO WAIVE MINOR SPECIFICATION REQUIREMENTS SO EXCEPTED. HOWEVER, THE DEPARTMENT ASSUMES NO OBLIGATION, NEITHER EXPRESSED NOR IMPLIED, TO EXERCISE THIS DISCRETION IN REGARD TO ANY INDIVIDUAL OR CUMULATIVE BID REQUIREMENT.

5.8 A BIDDER'S FAILURE TO DOCUMENT ANY EXCEPTIONS TO THE BID SPECIFICATIONS SHALL BE CONSTRUED AS AN AFFIRMATIVE DECLARATION THAT THE BIDDER, BY HIS SIGNATURE ON THE BID DOCUMENT, ACCEPTS AND AGREES TO ALL STIPULATIONS OF THE BID SPECIFICATION.

5.9 **INSURANCE REQUIREMENTS:**

5.9.1 DURING EACH CONTRACT PERIOD, THE CONTRACT VENDOR SHALL MAINTAIN A "COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE POLICY" WITH AN INSURANCE COMPANY AUTHORIZED TO DO BUSINESS IN ALABAMA.

5.9.2 THE MINIMUM AMOUNT OF INSURANCE LIMITS SHALL BE NO LESS THAN TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00), PER OCCURRENCE, FOR THE SERVICES TO BE PERFORMED IN THIS CONTRACT.

5.9.3 THE SUCCESSFUL MUST HAVE "WORKMAN'S COMPENSATION INSURANCE" IN ACCORDANCE WITH THE LAWS OF THE STATE OF ALABAMA AND SHALL FURNISH A CERTIFICATE TO THAT EFFECT.

5.9.4 EACH BIDDER SHALL SUBMIT WITH HIS BID PROOF OF INSURANCE CERTIFICATES (LIABILITY AND WORKMAN'S COMPENSATION). ANY FAILURE TO FOLLOW THIS PROCEDURE MAY DELAY THE BID EVALUATION AND CONTRACT AWARD.

5.9.5 THE INSURANCE CERTIFICATES SHOULD IDENTIFY THE STATE OF ALABAMA AS THE CERTIFICATE HOLDER AND SHOULD BE MAILED TO THE DEPARTMENT OF FINANCE, DIVISION OF PURCHASING, P. O. BOX 302620, MONTGOMERY, AL 36130-2620.

5.9.6 NO CONTRACT AWARD WILL BE MADE UNTIL THE CERTIFICATES OF INSURANCE ARE RECEIVED AS PROVIDED BY THE ABOVE INSTRUCTIONS.

5.9.7 THE APPARENT LOW BIDDER WILL BE NOTIFIED OF HIS POTENTIAL CONTRACT AWARD, AND ALLOWED TEN (10) BUSINESS DAYS TO SUBMIT INSURANCE DOCUMENTATION, PROOF OF BUSINESS LICENSES AND COPIES OF EMPLOYEES' CERTIFICATIONS TO THE BUYER AT STATE PURCHASING. FAILURE TO COMPLY WITHIN THIS TIMEFRAME WILL BE CAUSE FOR REJECTION OF HIS BID AS NON-RESPONSIVE, AND AWARD WILL BE MADE TO THE NEXT LOW RESPONSIBLE BIDDER.

5.10 **BUSINESS LICENSE**

THE SUCCESSFUL BIDDER MUST HAVE A VALID BUSINESS LICENSE IN EACH LOCALITY WHERE HE IS AWARDED A CONTRACT.